

EXPENDITURES

In accordance with the California Used Oil Recycling Enhancement Act, oil funds can be used for any allowable expense that provides an opportunity for the collection of used oil and filters. The expenditures listed below DO NOT have to be pre-approved by your Grant Manager if they are related to the establishment, maintenance, or enhancement of used oil and filter collection programs.

Block grant programs must contain the key components of used oil and filter collection, publicity and education, and program evaluation.

Please contact your Grant Manager if you have any questions concerning eligible expenditures.

ELIGIBLE EXPENDITURES

The eligible expenditures include, but are not limited to:

- Used oil collection;
- Used oil filter collection;
- Curbside oil collection;
- Door-to-door oil collection;
- Publicity and education materials that meet minimum requirements (listed in Chapter 6, Publicity and Education);
- Program evaluation;
- Used oil collection through Household Hazardous Waste (HHW) Programs including transportation costs of used oil;
- Construction of Permanent HHW Collection Facility (PHHWCF) and Antifreeze, Battery, Oil, and Paint Facility (ABOP) where used oil is accepted – permanent features, oil related equipment and supplies eligible;
- Set up and operation of temporary facilities for one-day or multi-day HHW collection events where used oil will be accepted;
- Agricultural oil projects;
- Marina oil projects;
- Airport oil projects;
- Certified and non-certified collection center support;
- Cost differential between re-refined and virgin oil;
- Purchase and distribution of used oil containers;
- Personnel costs for used oil/filter recycling activities;
- Re-refined oil promotion;
- Load checking projects;
- Training costs directly related to used oil/filter recycling activities;
- Indirect Costs/Overhead (See Chapter 10, Audit Section for guidelines and limitations); and
- Profit to contractors and subcontracts for services and products when Grantees follow the competitive bidding process or their local purchasing laws and regulations.

**EXPENDITURES
REQUIRING
PRE-
APPROVAL**

Expenditures associated with the tasks or products listed below must be approved in writing by your Grant Manager prior to purchase or production. Please retain all approvals for audit purposes. Items not pre-approved MAY NOT be eligible for expenditure. If an expenditure is deemed ineligible, it must be repaid to the Board. Allow at least five (5) working days for approval of the following items:

- Stormwater mitigation (must self-certify that you have a stormwater mitigation program that has been approved by your regional water quality control board). Mitigation is allowed as defined in Public Resources Code 48618.4 to include "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property. Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. Mitigation does not include the cleanup or restoration of polluted areas" **Stormwater expenses may not exceed 50% of your block grant award.** All related stormwater expenses (personnel, publicity and education, stenciling, stormwater filter purchase and maintenance) is counted towards the 50% cap;
- School education (additional guidance in Chapter 6);
- Publicity and education for used oil recycling that also includes information on: Household hazardous waste, pollution prevention, and recycling;
- Equipment, vehicles, and trailers;
- Computer equipment and software;
- Travel (See Travel Form on our website at www.ciwmb.ca.gov/HHW/Forms);
- Financial incentives (includes: sponsorships, stipends, etc.); and
- Planning, background, or feasibility studies.

**INELIGIBLE
EXPENDITURES**

Any expenditure that does not support the implementation of used oil collection programs is ineligible for grant funding. The activities, products, or expenditures listed below are specifically identified as ineligible. If you have any questions regarding ineligible costs contact your Grant Manager. The ineligible expenditures include, but are not limited to:

- Costs incurred prior to July 1, 2002 and after June 30, 2005;
- Purchasing or leasing of land;
- Costs currently covered by another Board loan or grant;
- Remediation (any cleanup or restoration of polluted areas);
- Enforcement activities;
- Profit or mark-up by the grantee;
- Preparation of HHW elements;
- Out-of-state travel;
- Overtime costs (except for local government staffing when law or labor contract requires overtime compensation);
- Any food or beverages (e.g., as part of meetings, workshops, or events);
- Cell phones, pagers, and palm pilots;
- Items that contribute to the HHW waste stream;
- Transportation & disposal of non-oil HHW from any facility or event;
- Equipment, materials or supplies at PHHWCF or ABOP not directly related to the collection of used oil and filters; and
- Any costs not consistent with local, state, or federal guidelines and regulations.

**RECYCLED
CONTENT
REQUIREMENTS**

When using grant funds, Public Contract Code § 12200 through 1225 requires that grantees buy items meeting specific recycled content percentages, and requires reporting of the recycled content of those items for the following product categories:

| | | |
|----------------------|--------------------------|-----------------------|
| Paper Products | Printing & Writing Paper | Plastic Products |
| Compost & Co-Compost | Glass Products | Lubricating Oils |
| Paint | Solvents | Tire-Derived Products |
| Tires | Steel Products | |

Grantees must use a separate Recycled Content Certification (RCP) Form, included as page 5, for **each supplier** and submit these forms with **each semi-annual report**. The back page of the form, page 6 in this chapter, lists specific recycled content percentage requirements for the reportable product categories. This form is available on our website at www.ciwmb.ca.gov/HHW/Forms.

Any exceptions to the above requirements must be pre-approved by your Grant Manager.

Recycled content information for some items commonly purchased through used oil grants and information regarding RCP vendors and contractors may be found at: www.ciwmb.ca.gov/RCP/. Lastly, for information about the CIWMB's *Buy Recycled Program*, visit: www.ciwmb.ca.gov/BuyRecycled.

**RECYCLED
CONTENT
PRODUCT
EXAMPLES**

Following are examples of materials and products within each product category. (Note that not all of the examples are eligible for purchase using block grant funds.)

The product categories listed below must meet minimum requirements regarding the amount of recycled content in the item.

Paper Products: Paper janitorial supplies, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, various types of paperboard (boxes, cartons, wrapping, packaging), hanging files, file boxes, building insulation, containers.

Printing and Writing Paper: Copy and xerographic papers, high-grade paper such as watermarked and cotton fiber papers, high-speed copier paper, offset paper, forms, computer paper, non-carbon paper, manila file folders, white wove envelopes, uncoated printing and writing papers, book paper, newsprint, ruled tablets, posters, index cards, calendars.

Plastic Products: Toner cartridges, diskettes, carpet, office products, plastic lumber, buckets, waste baskets, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, buckets, building products, garden hose, trays, and plastic/petroleum-based fabrics.

Compost and Co-Compost Products: Landscaping materials, erosion control, weed control, moisture retention, decomposed organic yard, farm, or food materials.

Glass Products: Windows, test tubes, beakers, laboratory/hospital supplies, fiberglass (insulation), reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose-grain abrasives, deburring media, liquid filter media, containers.

Lubricating Oil Products: Motor, engine, and transmission fluids, power steering, crankcase, diesel, and transformer dielectric fluids, chain saw, cutting, gear, hydraulic, and industrial fluids, base stock used for tractors, vehicles, fleet cars, trucks, and buses.

Paint: Latex paint, graffiti abatement, interior and exterior, maintenance.

Solvents: Heavy printer cleaner, auto degreaser, parts cleaner.

Tire-Derived Products: Flooring mats, wheelchair ramps, playground cover, parking bumpers, bullet traps, hoses, bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, posts.

Tires: Passenger, truck, bus, trailer, equipment tires.

Steel Products: Automobiles, trucks, bus, staplers, appliances, motors, paper clips, motorcycles, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, guard rails, girders.

Exceptions to the expenditure requirements listed above may be considered on a case by case basis. These requests must be submitted in writing and approved in writing by your grant manager. The Grantee is responsible for retaining documentation of any exceptions to these procedures for audit purposes.

California Integrated Waste Management Board

CIWMB #74G Used Oil/HHW (revised 8/15/02)

Grant # _____

Grantee _____

Used Oil and Household Hazardous Waste Grant Program**Recycled-Content Certification Form**

The recycled content of products purchased with grant funds must be certified in writing. **Information on all products must be included, even if the product does not contain recycled-content material.**

Grantees: Complete the grant dollars column for each item and have each product supplier complete the rest. A separate form should be used for each supplier. A completed form must be submitted to your CIWMB grant manager with each progress report, when applicable. Purchases made from the product categories listed on the back of this form must meet the minimum recycled content requirements specified.

Product Supplier/Contractor: Complete this form with a row completed for each product supplied. Attach additional sheets if necessary.

Product Supplier _____ Contact Person _____

Address _____ Phone _____

Fax _____ E-mail _____ Web site _____

| Quantity | Unit of Measure | Grant Dollars | Product Description | Product Category ¹ | Virgin Content (Percent) ² | Postconsumer Material (Percent) ³ | Secondary Material (Percent) ⁴ | Total Percent |
|----------|-----------------|---------------------------|---------------------------------------|-------------------------------|---------------------------------------|--|---|---------------|
| 500 | 15 quarts | \$2,425 | Used Oil Drain Containers S A M P L E | PL | 0% | 80% | 20% | 100% |
| | | \$ | | | % | % | % | 100% |
| | | \$ | | | % | % | % | 100% |
| | | \$ | | | % | % | % | 100% |
| | | \$ | | | % | % | % | 100% |
| | | Total: \$ _____ | | | | | | |

Public Contract Code sections 10233, 10308.5, and 10354 require all vendors and contractors to certify in writing, under penalty of perjury, the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Public Contract Code sections 12213, 12205(a) require all local and State public agencies to require all contractors to certify in writing, under penalty of perjury, the minimum, if not the exact percentage, of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Printed name of person completing form

Title

Signature of person completing form

Date

1. **Product Categories:** purchases made with grant funds from the categories below are “reportable” and must meet the minimum recycled content requirements specified. For products made from multiple materials, choose the category that comprises most of the product, either by a weight or volume criteria.

Paper products (PP) (50% Recycled, 10% Post-consumer) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, containers

Printing and writing paper (PW) (30% Post-consumer) xerographic, and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock

Plastic products (PL) (50% Recycled, 10% Post-consumer) funnels, used oil drain containers, toner cartridges, carpet, office products, plastic lumber, buckets, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, binders, buckets and building products

Compost and co-compost (CO) (50% Recycled, 10% Post-consumer) landscaping materials, erosion control, weed control, decomposed organic yard, or food materials

Glass products (GL) (50% Recycled, 10% Post-consumer) windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets

Lubricating oils (LO) (50% Recycled, 10% Post-consumer) motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock, for tractors, vehicles, fleet cars, trucks, and buses

Paint (PT) (50% Recycled, 10% Post-consumer) latex paint, interior/exterior, maintenance

Solvents (SO) (50% Recycled, 10% Post-consumer) heavy printer cleaner, auto degreaser, parts cleaner

Tire-derived products (TD) (50% Post-consumer) flooring, wheelchair ramps, playground cover, track surfacing, recreational surfacing, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, posts.

Tires (TI) (50% Recycled, 10% Post-consumer) passenger, truck, bus, trailer/equipment tires.

Steel products (ST) (25% Recycled, 10% Post-consumer) automobiles, trucks, staplers, paper clips, steel furniture, scissors, pipe, plumbing fixtures, chairs, ladders, shelving.

2. **Virgin Content Material** is that portion of the product made from non-recycled material, that is, the material is neither secondary nor postconsumer material.
3. **Post-consumer Material** is defined as “a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes.” This is material such as newspaper that you read and was recycled and then made into recycled-content newsprint or some other recycled product. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled into another product.
4. **Secondary Material** is defined as “fragments of finished products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, but does not include excess virgin resources of the manufacturing process.” This is material such as newsprint that is trimmed from a roll in the paper plant that is returned to the beginning of the process to make recycled-content newsprint. The material (product) did not get to the consumer before being recycled. Secondary material **does not** include postconsumer material.

The sum of the virgin column, the post-consumer column, and the secondary column must equal 100 percent.

Example: if a printing and writing paper contained 20 percent postconsumer material, you would indicate 20 percent in the postconsumer column and 80 percent in the virgin column. If the product had 40 percent secondary material and 20 percent postconsumer material, you would indicate 40 percent in the secondary column, 20 percent in the postconsumer column, and 40 percent in the virgin column. To meet the 50/10 content requirement of another product category, the product would contain 50 percent recycled-content (40 percent secondary and 10 percent postconsumer material) and 50 percent virgin material.